



Instructions for 9015 for Employees with KTRS

All employees in Teachers Retirement must be set up for IT9015 in order for them to report to KTRS correctly.

Step 1: At the SAP Easy Access Menu, type PA30 in the Command Box and hit enter.

Step 2: Enter the PERNR for the employee for whom you wish to create or edit IT9015.

Step 3: Enter 9015 into the Infotype box at the bottom of the screen.

Step 4: To set up IT9015 for an employee, use the Create button.

IT9015 looks like this:

Step 5: Enter the Start date as 7-1 of the year in which the employee started to work and use the To date as 12-31-9999.

Step 6: Indicate if the employee is 21 or 24 pay, enter the contract days, and indicate the district. Save your entries.

*In the "off" season, to pay other money which is not part of the contract salary, you will need to use wage types 3030-3040; these wage types can be used on the timesheet:

Wage Types	Description	Infotype	Taxing	Subj to Retire
3030	Resource Teacher Payments	IT0015	Regular	Yes
3031	Staff Exchange	IT0015	Regular	Yes
3032	Relevant Instruction	IT0015	Regular	Yes
3033	Principal Mentor	IT0015	Regular	Yes
3034	ATC's that work	IT0015	Regular	Yes
3035	Nurse Aide	IT0015	Regular	Yes
3036	Lesson Plans	IT0015	Regular	Yes

3037	Professional Days	IT0015	Regular	Yes
3038	Career Pathway Develop	IT0015	Regular	Yes
3039	Industry Payments	IT0015	Regular	Yes
3040	Extended Employment	IT0015	Regular	Yes

If a wagetype is needed that has not been defined, please notify the KHRIS Service Center, as soon as possible, at PERS.KHRIShelpdesk@ky.gov.

The 9015 will be used for creating the KTRS report for the purpose of reporting the contract days, district and type of pay employee on the report. It drives nothing else. Everything will be based on the pay period that is being paid. Employees that are 24 pay will continue with the 24 pay and if there is summer employment outside of the contract then the 3030- 3040 wage types that have been setup should be used to report the "Other Pay". If the 3030-3040 wage types are not used, then the money will be recorded as contract money.

The extra periods that were added to the salary for the KTRS because of the time reporting will be calculated as they were in Legacy.